



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 1811.3B
011

7 Oct 13

NAVCRUITDISTNY INSTRUCTION 1811.3B

Subj: GUIDELINES AND CEREMONIAL SUPPORT FOR RETIREMENTS AND
TRANSFERS TO THE FLEET RESERVE

Ref: (a) MILPERSMAN 1800-010
(b) OPNAVINST 1811.3A

Encl: (1) Retirement/Fleet Reserve Interview Checklist
(2) Retirement/Fleet Reserve Ceremony Checklist
(3) Sample Command Notice 5060
(4) Sample Retirement/Fleet Reserve Ceremony Script

1. Purpose. To promulgate procedures per reference (a), for the conduct of ceremonies for personnel who are retiring or transferring to the Fleet Reserve.

2. Cancellation. NRDNYINST 1811.3A

3. Background. The retirement or transfer to the Fleet Reserve of a member shall, if the member desires, be preceded by a ceremony designed to express the Navy's appreciation for many years of faithful and Honorable service. Participation in a formal ceremony is not a mandatory requirement for the members. Each member's preference in the matter shall be ascertained prior to the scheduled date of retirement or transfer to the Fleet Reserve. The ceremony may be waived upon request of the member, or in other instances when, at discretion of the Commanding Officer (CO), such action is warranted. Enclosures (1) through (4) are provided to assist personnel in coordinating and executing all retirement/Fleet Reserve ceremonies.

4. Action

a. Executive Officer (XO). Assign a Retirement Ceremony Coordinator/Sponsor for all retiring Officers and have overall responsibility for conducting the ceremony.

b. Command Master Chief (CMDM). Assign a Retirement/Fleet Reserve Ceremony Coordinator/Sponsor for all Enlisted personnel and have overall responsibility for conducting the ceremony.

7 Oct 13

c. Department Heads/Leading Chief Petty Officers

(1) Ensure award recommendation (if appropriate) is prepared in time for presentation at the ceremony. Awards should be submitted NLT 120 days in advance of the desired presentation date.

(2) Provide any assistance needed by the Ceremony Coordinator/Sponsor.

d. Ceremony Coordinator/Sponsor

(1) Use enclosures (1) and (2) to record member's Retirement/Fleet Reserve information. This should be completed and submitted to the Command Career Counselor (CCC) NLT 120 days in advance of the scheduled ceremony date.

(2) Ensure enclosures (3) and (4) are drafted and publicized NLT 30 days prior to the scheduled ceremony date.

(3) Ensure enclosures (3) and (4) are prepared, reviewed and signed by the CO NLT 14 days prior to the scheduled ceremony date.

(4) If the member desires a shadowbox, ensure it is completed and prepared for presentation. Any monetary costs will be paid by the member, or if a member of the Chief Petty Officer Association/First Class Petty Officer Association, they will pay up to the current allotted amount per most recent association by-laws.

(5) Coordinate ceremony information and date with the CO and XO calendars, as well as the member's chain of command.

(6) Perform any required tasking as directed by the CMDCM, AO and CCC.

e. CCC shall

(1) Interview members who are retiring/transferring to the Fleet Reserve nine months prior to their requested date.

(2) If member desires to have a formal ceremony:

(a) Ensure member submits a special request chit to request permission for a ceremony.

- (b) Ensure the member has a Ceremony Coordinator/Sponsor assigned by the XO for Officers and the CMDCM for Enlisted personnel. Use enclosures (1) and (2) to collect member's retirement information. This should be completed and submitted NLT 120 days in advance of the scheduled ceremony date.
- (3) If the member does not desire to have a formal ceremony, they shall have an informal ceremony at a location of their choice. The informal ceremony will be comprised of a retirement officer, the CMC, the CCC, and personnel from their parent Department/Division and association. Military uniform shall be the attire of the Active Duty and Reserve Component present.
- (4) Provide a certificate of appreciation signed by the President of the United States.
- (5) Request, receive and provide a letter/certificate signed by the State Governor(s) of the member's choice.
- (6) Request, receive and provide a letter/certificate from the Chief of Naval Operations (Officer's only).
- (7) Request and provide a letter/certificate from the Master Chief Petty Officer of the Navy (CPOs only).
- (8) Prepare and provide a Certificate of Retirement (Officers or CPOs w/30 years).
- (9) Prepare and provide a Fleet Reserve Certificate, signed by the CO.
- (10) Prepare and provide, as requested, a flag and certificate, flown over commands/locations desired by the retiree.
- (11) Prepare and provide a CPO Retirement Creed Certificate, signed by the CMDCM (CPOs only).
- (12) Prepare and provide a Letter of Appreciation certificate for the spouse, signed by the CO.

(13) Prepare and provide a Letter of Appreciation Certificate for the retiree's children and siblings, signed by the CO.

(14) Provide a U.S. Flag for member's shadow box.

(15) Prepare and provide Honorable Discharge, Retired 20 years or Retired 30 years, lapel pins for member and members' shadowbox.

(16) Provide any assistance or guidance as needed to the Department Career Counselor and Ceremony Coordinator/Sponsor.

5. Directive Review. The CMDCM and CCC are responsible for periodically reviewing and updating this instruction.



C. M. YOUNG

RETIREMENT/FLEET RESERVE INTERVIEW CHECKLIST

(Complete NLT 120 DAYS IN ADVANCE OF CEREMONY/SEPARATION DATE)

1. Member Information:

- a. Rate/Rank(Warfare) and "Full" Name: _____
- b. Department/Location: _____
- c. Spouse's Full Name: _____
- d. Children's Full Names: _____

- e. Retirement/Fleet Reserve Date: _____
- f. PTDY Dates: _____
- g. Leave Dates: _____
- h. Home of Record: _____
- i. Current Residence (City): _____
- j. Future Residence (City): _____

2. Discuss the following with the member:

- a. Certificate of Appreciation from the President of the United States: Yes/No
- b. Letter from Governor(s): _____ Yes/No
If Yes, State(s)
- c. Letter from CNO (Officer's only): Yes/No
- d. Letter from MCPON (CPO's only): Yes/No
- e. Commanding Officer's Statement of Service Letter:
Yes/No
- f. Certificate of Retirement: (Officers, CPOs w/30 Years only): Yes/No

- g. Fleet Reserve Certificate: Yes/No
- h. U.S. Flag Certificate (flown over what commands): _____
_____ Yes/No
- i. Retirement Flag Certificate: Yes/No
- j. CPO Retirement Creed (CPOs only): Yes/No
- k. Commanding Officer's Letter of Appreciation for the Spouse: Yes/No
- l. Commanding Officer's Letter of Appreciation for dependents or other Children: Yes/No
- m. Commanding Officer's LOC for retiree's siblings.
- n. Shadow Box (Any monetary costs will be paid by the member or his/her association per association bylaws): Yes/No
3. Do you want a Ceremony? Yes/No
- a. Yes: Continue interview using enclosures (2) through (4), then forward a copy of the interview to the Command Career Counselor.
- b. No: End interview and schedule an appointment with the Command Master Chief and the Command Career Counselor to discuss an informal retirement ceremony.

RETIREMENT/FLEET RESERVE CEREMONY CHECKLIST

(Complete NLT 120 DAYS IN ADVANCE OF CEREMONY DATE)

1. Coordination of Retirement/Fleet Reserve Ceremony:

a. Ceremony Coordinator: _____

b. Ceremony Date/Time: _____

c. Ceremony Location: _____

d. Mandatory Command participation desired? No Yes

(1) Specify extent: _____
(e.g., All Officers, CPOs, Department/
Division Personnel, etc)

e. Uniform: Official Party: _____
Military Guests: _____
Civilian Guests: _____

f. Approximate number of Guests: Military: _____
Civilian: _____

g. Immediate family members who will attend: _____

(e.g., Spouse, Children, Parent(s), Brother(s), Sister(s), etc)

h. Master of Ceremonies: _____

i. Retirement Officer: _____

j. Guest Speaker: _____

k. Chaplain: _____

l. Sideboys:
1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____

- m. Ushers: _____
- n. Honor's Boatswain: _____
- o. Bell Ringer: _____
- p. Photographer desired: Yes/No
- q. Invitations desired: Yes /No
- r. Public Address and IT Service desired: Yes/No
- s. Ceremony programs desired: Yes/No
- t. Reception arrangements: Yes/No

(1) Time: _____

(2) Location: _____

(3) Menu Items: _____

(4) Food/drinks: _____

(5) Member understands that all costs associated with providing and serving post ceremonial refreshments and/or a reception must be borne by him/her and may not be paid for from government funds.

u. Flag flown at: _____

v. Shadowbox ordered: Yes/No

(1) Member understands that all costs associated with providing a shadowbox must be borne by him/her and his/her respective association per the association bylaws and may not be paid for with government funds.

w. Flowers and gifts for family members.

(1) Member understands that all costs associated with providing a flowers and gifts must be borne by him/her and may not be paid for with government funds.

x. Reserve ceremonial bullets, bell, red carpet and podium.

y. Reserve laptop for any slide show presentation.

z. If marquee at front gate of military installation exist, where ceremony is XXXX request for retirement function display as follows:

aa. Service member rate, full name, is retiring after XX years of faithful service. "Fair Winds and Following Seas Shipmate".

bb. Start, complete and submit NRDNYNOTE 5060.

cc. Ensure Retiree coordinates with the Master of Ceremonies all schedule of events and changes to NRDNYINST 1811.3A.

dd. Ceremony rehearsal
date/time: _____

ee. Ceremony rehearsal
location: _____

ff. Notes and comments: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Subj: (FLEET RESERVE/RETIREMENT) CEREMONY ICO (MEMBER)

1. Purpose. To provide a coordinated (Fleet Reserve/Retirement) ceremony for (member).

2. Information

a. Date and time: (day), (date), (time).

b. Location: (location of ceremony).

c. Uniform: Participants:
Military Guests:
Civilian Guests:

d. Guest Speaker: (as desired by member).

e. Master of Ceremonies: (as desired by member).

f. Retirement Officer: (as determined by member).

g. Honor Boatswain's Mate: (as determined by member).

h. Sideboys: (include personnel and alternates)

i. Chaplain (as determined by member).

3. Attendees. All Officers/Chief Petty Officers, crew, and civilian personnel are cordially invited to attend.

4. Responsibilities

a. Command Administrator. Coordinate with sponsor and draft all LOAs for CO's signature. Provide sponsor with award citation and award hardware to be pinned on member.

b. Career Counselor

(1) Provide all certificates obtained to the ceremony sponsor, ceremonial bullets, and red carpet.

c. Supply Department

(1) Provide podium, sound system, laptop and table for awards presentation.

d. Public Affairs Officer

(1) Provide photographic coverage and news releases for hometown article and local papers.

d. Ceremony Coordinator/Sponsor

(1) Ensure all awards, letters of appreciation, Fleet Reserve/Retirement certificates, shadowbox and plaques are prepared and centrally located at least one week prior to ceremony.

(2) Assist Master of Ceremonies during ceremony rehearsal and ceremony presentations.

(3) Assist Master of Ceremonies in preparation of ceremony agenda/script.

(4) Ensure ceremony checklist is complete.

(5) Arrange awards, plaques, shadowbox and mementos in order for presentation per the retirement script.

e. Chaplain. (Chaplain's Name) will deliver the invocation and benediction for the ceremony.

CO SIGNATURE

NAVCRUITDISTNYINST 1811.3B
7 Oct 13

RETIREMENT CEREMONY
FOR
(RATE) (WARFARE) (RETIREE'S NAME)
TO BE HELD ON (DATE) @ (TIME)

SAMPLE

<u>TIME</u>	<u>EVENT</u>
TBD	SET-UP FOR CEREMONY
TBD	GUESTS ASSEMBLE
TBD	POST SIDEBOYS
TBD	OFFICIAL PARTY ARRIVES

THE CEREMONY

TBD: COMMENCE BACKGROUND MUSIC

MC: "THE RETIREMENT CEREMONY WILL START IN FIVE MINUTES. WILL THE GUESTS PLEASE MOVE TO THEIR SEATS. PLEASE TURN OFF OR PLACE IN SILENT MODE ALL CELL PHONES AND PAGERS, THANK YOU.

MC: "GOOD MORNING AND WELCOME TO THE RETIREMENT CEREMONY FOR (MEMBERS NAME). WILL THE GUEST PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY, AND REMAIN STANDING FOR THE INVOCATION AND PLAYING OF THE NATIONAL ANTHEM"

MC: "(RETIREE'S RANK), UNITED STATES NAVY, ARRIVING."

BOS`N: (STRIKES [APPROPRIATE # OF] BELLS)

MC: "(GUEST SPEAKER IF APPROPRIATE), ARRIVING."

BOS'N: (STRIKES FOUR BELLS)

MC: (NRD NEW YORK/COMMANDING OFFICER) "RECRUITING DISTRICT NEW YORK, ARRIVING."

MC: "COLOR GUARD, PARADE THE COLORS"

Enclosure (4)

COLOR GUARD: PARADES COLORS

MUSIC: PLAYS NATIONAL ANTHEM/(GUEST) SINGS THE NATIONAL ANTHEM

MC: "RETIRE THE COLORS"

MC: "THE INVOCATION WILL BE DELIVERED BY CHAPLAIN (NAME)."

CHAPLAIN: DELIVERS INVOCATION

MC: "WILL THE GUESTS PLEASE BE SEATED. TODAY WE WILL HAVE THE DISTINCT HONOR AND PRIVILEGE OF RETIRING ONE OF OUR OWN, (RANK AND NAME), WHOSE LONG AND IMPRESSIVE NAVAL CAREER STARTED OVER 20/30 YEARS AGO."

MC: Introduces them self.

MC: Introduce Retirement or presiding officer to provide welcomes opening remarks, Speaker: Presiding officer speaks.

MC: "IT IS MY HONOR AND PRIVILEGE TO INTRODUCE OUR GUEST SPEAKER FOR TODAY'S CEREMONY (GUEST SPEAKER'S NAME, RANK, AND TITLE)."

SPEAKER: GUEST SPEAKER'S SPEECH

MC: THANK YOU, (GUEST SPEAKER'S NAME)

MC: "(RANK AND NAME) PLEASE JOIN (NAME/TITLE OF RETIREMENT OFFICER) AT THE PODIUM."

MC: "ATTENTION TO AWARD." (if NAM or above) AWARDS PRESENTATION - MC READS.

MC: READS "CERTIFICATE OF APPRECIATION" FROM THE COMMANDER IN CHIEF, PRESIDENT OF THE UNITED STATES, GEORGE W. BUSH (RETIREMENT OFFICER PRESENTS CERTIFICATE).

MC: READS "LETTER OF APPRECIATION" FROM THE GOVERNOR OF (STATE) (RETIREMENT OFFICER PRESENTS LETTER).

MC: READS "RANK FULL NAME ALSO RECIVED CERTIFICATES FROM THE PRESIDENT AND GOVERNORS.

MC: READS "FLAG CERTIFICATE" FOR FLAG FLOWN OVER (LOCATION(S)).

(RETIREMENT OFFICER PRESENTS CERTIFICATE).

MC: (CALLS SHADOW BOX PRESENTER) TO THE PODIUM FOR A
PRESENTER: PRESENTS "SHADOW BOX" ON BEHALF OF ASSOCIATION.

MC: (USHER'S NAME) PLEASE ESCORT (RETIREE'S) WIFE TO THE
PODIUM.

MC: READS "CERTIFICATE OF APPRECIATION" FOR RETIREE'S SPOUSE
(RETIREMENT OFFICER PRESENTS CERTIFICATE).

MC: (USHER'S NAME) ESCORT (RETIREE'S) CHILDREN TO THE PODIUM.

MC: READS "CERTIFICATE OF APPRECIATION" FOR (RETIREE'S)
CHILDREN
(RETIREMENT OFFICER PRESENTS CERTIFICATE).

USHER: ESCORTS WIFE AND CHILDREN BACK TO THEIR SEATS.

MC: READS "CERTIFICATE OF APPRECIATION" FOR RETIREE'S, PARENTS
AND SIBLLINGS

MC: CALLS RETIREE TO PODIUM FOR FINAL COMMENTS. AT THIS TIME
THE RETIREE WILL PRESENT HIS FAMILY MEMBERS WITH GIFTS AND/OR
FLOWERS.

MC: READS "FLEET RESERVE CERTIFICATE" (RETIREMENT OFFICER
PRESENTS CERTIFICATE).

MC: "FLAG DETAIL POST" (PASSING OF THE FLAG)

READER #1: READS OLD GLORY
(FLAG DETAIL PASSES THE FLAG)

MC: "COMMAND MASTER CHIEF (NAME) WILL NOW PRESENT RANK FULL
NAME THE CHIEF'S RETIREMENT CREED. WILL ALL CHIEF PETTY
OFFICER, PAST AND PRESENT PLEASE RISE AND COVER."

READER #2: READS THE CPO RETIREMENT CREED.

READER #3: READS "THE WATCH." AT END OF POEM, SALUTE RETIREE
AND STATE YOU HAVE RELIEVED HIM.

READER #4: READS JOLLY ROGER

MC: "LADIES AND GENTLEMEN, PLEASE RISE FOR THE BENEDICTION
BY CHAPLAIN (NAME)." (IF REQUESTED)

CHAPLAIN: BENEDICTION, (PLAY NAVY HYMN). (IF REQUESTED)

MC: "BOS'N POST SIDEBOYS"

RETIREE: "REQUEST PERMISSION TO GO ASHORE, SIR/MA'AM"

CO: "PERMISSION GRANTED"

MC: "RATE AND NAME, UNITED STATES NAVY, RETIRED, DEPARTING"

RETIREE: RETURNS TO ESCORT HIS/HER SPOUSE AND CHILDREN THROUGH
THE BULLETS.

MC: "NAVY FAMILY, RETIRED, DEPARTING"

MC: "LADIES AND GENTLEMEN, THIS CONCLUDES THE RETIREMENT
CEREMONY FOR (RETIREE'S NAME). (RETIREE) WOULD LIKE YOU TO JOIN
HIM/HER FOR REFRESHMENTS IN THE (LOCATION). THANK YOU FOR YOUR
ATTENDANCE."